

# Project Manager



**Job Code:** 1921  
**Grade:** 130  
**Reports to:** Division Supervisor or  
Public Works Operations Director  
**Salary Range:** \$53,941 - \$83,951  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs professional planning and project management in support of capital improvement projects from planning and implementation through completion, inspection and occupancy to ensure compliance with all project specifications and regulatory requirements applicable to the work. Position performs responsible administrative work involving coordinating department's administrative activities to include budget and personnel functions; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs as manager and coordinates essential functions of various projects in the department or unit of assignment. Employees in this job classification ensure fulfillment of contractual obligations of architects, engineers and contractors. Work includes facilitating communications between facility users and professional consultants to design and plan construction specifications of building projects. Work involves coordination with other departments, agencies, and the public sector as the City's representative. Work is performed under general supervision and performance is reviewed through conferences, reports submitted and evaluation of results obtained.

## **ESSENTIAL FUNCTIONS**

Planning, directing, and coordinating Capital Improvement activities to ensure projects are accomplished within prescribed time frame and funding parameters; preparing and maintaining appropriate records and documentation.

## **EXAMPLES OF WORK**

- Plans, organizes and implements construction and renovation schedules and objectives; coordinates and integrates all activities toward achievement of established schedules and objectives; ensures compliance with all regulations, policies and procedures.
- Oversees preparation of plans, specifications, and costing; administers design of construction projects through conferences with architects, engineers, contractors and user representatives.
- Administers contracts; coordinates financial activities related to assigned projects; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Performs construction site evaluations to observe progress and quality of work to determine project compliance with contract documents, codes and regulations.
- Gathers information to prepare analysis and forecasting to determine current and projected facility excesses and deficiencies.
- Coordinates the planning, design and set up of allocated office space in an efficient, cost-effective manner; coordinates projects from development of space layouts to occupancy of space; designs, develops and coordinates system furniture and stand along installations.
- Performs general administrative duties relative to the work, e.g., data analysis, data entry, records maintenance, drafts various documents.
- Prepares written reports and correspondence; maintains and verifies accuracy of various departmental reports and databases.
- Attends and/or participates in a variety of management and project meetings for the dissemination of information and to keep up with contract activities.
- Provides general drafting and design expertise, as necessary; drafts building design, drawings and sketches to accurately depict project requirements.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles and practices of construction and renovation project management, which includes accounting, administration, fleet management, forestry, office space planning, or related fields; knowledge of policies and procedures of City government; knowledge of budget development administration; knowledge of City government and departmental operations; ability to establish and maintain effective relationships with employees, City officials, and the general public; ability to coordinate and manage various projects in an efficient and effective manner under constant pressure and strict deadlines; ability to communicate effectively, verbally and in writing; ability to use personal computer to perform assigned work.

**MINIMUM EDUCATION AND EXPERIENCE**

Bachelor's Degree in Architecture or closely related field; supplemented by three (3) to four (4) years progressively responsible experience in office space planning and management, as well as construction management and capital improvement project work; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, and hazards.

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.